

## **Benton County Planning Board**

### **TAC Meeting Minutes**

**August 6, 2008, 5:30 p.m.**

**Call to Order & Roll Call:** The following Benton County Planning Board members were present: Mark Gray, Caleb Henry, Bill Kneebone, Tim Sorey and Heath Ward. Scott Borman was absent. The following Benton County Planning Office staff members were present: Ashley Pope, Ronette Bachert and Karen Stewart.

#### **Announcements:**

There were no announcements.

#### **New Business:**

1. Final Plat - **Walker Meadows** - Walker Road, Siloam Springs - James Surveying

Mike James of James Surveying in Gentry represented the final plat application for Mr. Leon Davis.

- Staff will verify that taxes are not delinquent (verified on 8/7/08, Benton County real estate taxes are current)
- Road names will need to be approved when the applicant applies for the Phase II preliminary plat
- Obtain a letter ensuring fire protection from the Gallatin fire district
- Submit a copy of the subdivision covenants to Staff
- Obtain a letter from the Road Department detailing the agreement regarding proposed improvements to Fullerton Drive.
- Add the utility easements to the plat
- Either remove or "gray out" Phase II of the subdivision
- Show dedicated rights-of-way for Walker Road & Fullerton Drive

2. Large Scale Development - **C2 Automotive** - 23339 Lawlis Road, Siloam Springs - Civil Engineering, Inc.

Ron Homeyer of Civil Engineering represented the large scale development.

- Consider connection to the water main that is located 800 feet to the east of the property
  - Consider installing sprinklers in the buildings onsite
  - The applicant must submit a drainage report
  - Label the type and width of road on the plat
  - Add lines to the plat for the property owner's and notary's signatures
  - Verify culvert size and replace if necessary before proposed paving
  - Change the side yard setback to ten feet
3. Large Scale Development - **Daniel Montez Warehouse** - 3323 Wagon Wheel Road, Springdale - ESI

Jason Appel of ESI represented the large scale development.

- Note the use type (i.e. office, commercial, warehouse, residential, vacant, etc.) of the site and adjacent properties
- Submit a hazardous chemical compliance letter to Staff
- Show the type of road on the plat (i.e. county road, 5 lanes, etc.)
- Indicate the entire right-of-way width of Wagon Wheel Road on the plat
- Onsite parking should be designated and paved
- Submit a solid waste disposal contract
- Submit a public utilities service agreement
- Submit a fire department service acceptance letter
- Submit proof of notification of adjoining property owners
- Submit revised site plan showing new parking configuration
- The applicant will be required to pave vehicle traffic areas from Wagon Wheel Road to the front of the existing office
- The applicant will be required to gravel the loop around the existing building for truck traffic
- Establish the areas in which all traffic will traverse, plant grass in the remainder of the yard

- Determine if any encroachments exist and rectify with appropriate easements (east side of the parking area)
  - Clean up the site for compliance with environmental rules and & regulations. A courtesy inspection from Benton County Environmental Services can be scheduled.
4. Large Scale Development - **Wagon Wheel Commercial Project for David Harris** - 3357 Wagon Wheel Road, Springdale - Crafton, Tull, Sparks & Associates

Matt Caster of Crafton, Tull, Sparks and Associates represented the large scale development.

- Submit a hazardous chemical compliance letter
- Provide a road construction design plan for Acuff Drive
- Show existing easements and rights-of-way on the plat
- Submit a solid waste disposal contract
- Note the use type (i.e. office, commercial, warehouse, residential, vacant, etc.) of the site and adjacent properties
- Add lines for the notarized property owners' signatures
- Clarify primary and alternate septic areas
- The applicant will be required to pave the parking area
- The applicant will be required to pave Acuff Drive to the full length of the property and to a width of 20 feet (tapered to existing gravel)
- Ensure that the appropriate road right-of-way is dedicated
- Include the surveyor's stamp and signature either on the site plan or on a survey
- Coordinate with power company to resolve issue of overhead power lines conflicting with building footprint
- The grading plan should show how contours will tie in with proposed grades of Wagon Wheel Road to its center line
- Show slope or flow lines on the grading plan
- Add the dimension of the pad and rip rap
- Add spot elevations to the retaining wall drawing
- Add a structural design of the retaining wall to the plan to avoid drainage issues
- Obtain a temporary easement for the retaining wall and show it on the plans

- Adjust location of pond
- Remove old drive and old parking spaces from the plan (C102)

5. Large Scale Development - **Avoca Fire & Rescue Substation # 2** - 17307 Posy Mountain Road, Avoca

Captain Tony Miltich of the Avoca Volunteer Fire Department represented the large scale development.

- Provide a legible copy of the septic approval
- Provide contour information / a copy of the quadrangle map
- If the sketch is left on the survey, obtain a letter from Blew & Associates giving their permission to use their survey

6. Lot Split - **Windy Hills Estates, Lot 41** - 17878 Stover Lane, Rogers - Survey 1

Gene Buescher of Survey 1 represented the lot split request for Theresa Griffith.

- Add a note to the plat stating that buildings cannot be rebuilt in setbacks and rights-of-way
- Add a note to the plat that the survey doesn't guarantee septic approval
- Staff will inform Environmental and the Health Department of the issues regarding these properties

7. Lot Split - **Woodridge Manor, Lot 20** - 8693 Manor Drive, Bentonville - Northstar Engineering

- There were no stipulations for this project

8. Large Scale Development - **Northwest Arkansas Conservation Authority (NACA) Regional Wastewater Treatment Plant** - Snavelly Road, Highfill - Burns & McDonnell

Eldon Schneider of Burns & McDonnell represented the large scale development.

- The applicant will need to submit a drainage report with computations and a letter stating that there will be no adverse impact downstream
- Submit a full set of Civil Plans, to show grading and drainage

- Submit a boundary survey and topographic survey stamped and signed by the surveyor
- Submit an erosion control/SWPPP plan
- Submit a copy of all ADEQ permits or approval letters for the facility.
- Obtain a 911 address for the facility
- Submit proof of compliance with FEMA regulations for the effluent structure located on site.
- Submit hazardous chemical compliance letter
- Submit solid waste disposal contract
- Letter verifying fire protection of the site
- Provide proof of notice of adjoining property owners
- Show dedicated right-of-way for Snavelly Road; total right-of-way width should be 50 feet.

9. Variance from Subdivision Regulation Request - **Jerry Dixon** - 4430 NE Hudson Road, Rogers - Ronald Ridout

Jerry Dixon represented the variance request. Staff had no objections to the variance request.

- Completing a tract split via a new survey will be required

10. Variance from Setback - **Donald G. Leetch** - 8242 Huckleberry Hills Road, Rogers

Donald Leetch represented the variance request.

- Have the surveyor add a statement to the survey noting that should the building be destroyed, nothing may be rebuilt within the setback
- Grant an easement on the survey for the concrete pad encroachment and have it filed for record

Ferdi Fourie of Civil Design Engineers was recognized; he asked for the reason that his project (Spavinaw Creek Ranch Subdivision) was not included on this meeting's agenda. He believed that the reason his project was tabled due to lack of time for review. Mr. Sorey explained that the Board had requested several items that were not submitted to Staff; he also noted that he had informed Mr. Fourie that the plans had been rushed and needed further work. Mr. Sorey said that he recalled that the road widths and access to

the creek had not been addressed. He said that due to emergency access requirements, Mr. Fourie would be "gambling" not to change the road width; Mr. Sorey said that the plans needed to be revised and resubmitted.

Mr. Fourie asked about the variance that he requested for the length of the cul-de-sac; Ms. Pope stated that Mr. Fourie would need to contact the Fire Marshal for his comments. After some discussion, it was agreed that Mr. Fourie's project would be placed on the Public Hearing agenda for August 20th.

Ms Pope noted that she could have her comments on the flood study by the end of the week. There was discussion about when Mr. Fourie would need to submit his revisions; Mr. Fourie stated that he would resubmit his plans not later than Monday or Tuesday of the next week. Discussion on this project was concluded.

Ms. Pope stated that the time between TAC and Planning Board has proven to be insufficient for Staff to complete everything that needs to be done. She asked the Board's opinion of allowing more time in between submittal and TAC.

The Board discussed how this could be made feasible; many ideas were discussed, but nothing was settled upon.

Ms. Bachert adamantly stated that if applicants do not submit complete applications, they should not be coming before the TAC review. Mr. Sorey and Mr. Kneebone both concurred. Mr. Sorey noted that some of the checklist items did not need to be reviewed by the Board; items such as a letter of fire protection or 911 addressing could be handled by Staff.

Ms. Pope stated that the Zoning Committee and Focus Group have tentatively agreed to come up with a Land Use Plan; she did not think that the Benton County regulations ought to be revised until a land use plan was in place. She stated that subdivision and commercial regulations would need to be in one document and a land use plan would be in another document.

Mr. Sorey brought up the point again that Staff had requested more time in between submittal and the TAC meeting; Ms. Pope agreed that she would like that to be considered and she would like the Board to consider a rotational schedule. Mr. Sorey suggested that Staff look at Rogers' & Bentonville's planning meeting schedules for guidance. Mr. Ward expressed concern that the schedule is kept on a 30-day schedule to avoid inconveniencing smaller projects.

The meeting was adjourned at 8:33 pm.